



TRAC | Transformation Accountability
Center for Mental Health Services

Transformation Accountability Center for Mental Health Services

Infrastructure Development, Prevention and Mental Health Promotion (IPP)

Overview of Indicators Training Presentation

Version 6
July 2013



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Training Agenda

- Brief Overview of TRAC
- Data Reporting Deadlines and Submission Requirements
- Overview of IPP Categories, Indicators with Examples

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- Our agenda today includes an
- Overview of TRAC and goals of TRAC;
- Your responsibilities for collecting data including deadlines for submitting TRAC data;
- Components of the result record that you will be expected to complete; and
- An overview of IPP Categories and Indicators that will apply to your program.



What is TRAC?

- Various Federal laws mandate performance accountability of Federally funded projects

Transformation Accountability (TRAC) System

- A web-based system
- CMHS grantees report data for accountability monitoring

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• Federal laws mandate performance accountability of Federally funded projects

• **TRAC** is the Web-based, centralized, data platform that collects and reports outcome measures on CMHS programs

• You are required to collect and submit data to the TRAC system based on the activities conducted

• CMHS Program leadership determine which data collections apply for your grant based on the Request for Application



TRAC Data Collection Modules

TRAC includes performance data pertaining to four program activities

- ✓ Annual Goals and Budget Information
- ✓ NOMs Client-level Measures for Discretionary Programs Providing Direct Treatment Services (Services Activities)
- ✓ Infrastructure Development, Prevention & Mental Health Promotion Indicators (IPP)
- ✓ Technical Assistance (TA) Survey

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•TRAC includes a variety of data collection Activities

•In this presentation we'll be discussing data collection activities for the Infrastructure Development, Prevention and Mental Health Promotion activities



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Goals of TRAC

- Demonstrate activities & accomplishments to
 - ✓ Congress
 - ✓ Stakeholders
 - ✓ Public
- Performance monitoring tool
 - ✓ Program Staff
 - ✓ Grantees

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- The goals of TRAC are to demonstrate your activities and accomplishments as a result of the grant to various interest groups.

- The Intent is to legitimize funding

- It shows what CMHS is doing and how your programs are succeeding and achieving your goals

- Mgmt wants to share the success stories of CMHS and to improve performance moving forward

- TRAC is a tool for keeping you and CMHS program staff on same page regarding expectations & performance



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TRAC IPP Module

- Collects information
 - ✓ Program activities
 - ✓ Impact on infrastructure development
 - ✓ Impact on prevention and mental health promotion
- Data entered can be viewed online and downloaded for your own use
- IPP Performance Report

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The TRAC IPP module collects information on your activities and their impact on Infrastructure Development and/or Prevention and Mental Health Promotion.

Infrastructure Development activities are those activities targeted at increasing the capacity and capabilities of the mental health services system.

Prevention activities are those interventions that occur prior to the onset of a disorder that are intended to prevent or reduce risk for the disorder or that occur after the onset of the disorder in order to prevent or reduce negative consequences of the disorder.

Mental Health Promotion activities are those interventions that aim to enhance the ability to achieve developmentally appropriate tasks and a positive sense of self-esteem, mastery, well-being, and social inclusion and to strengthen the ability to cope with adversity.



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Data Reporting Requirements

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Now I'll talk about the IPP data reporting requirements.



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Overview of Indicators Guide

- Should be used as a constant reference
- Data Reporting Deadlines and Submission Requirements
- Result Record Components
- Categories and Indicators
- Indicator Intent, Key Points, Examples and Definitions
- Glossary

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- The Overview of Indicators Guide should be your official reference in collecting and submitting IPP data.
- It is divided into sections listed on this slide.
- For each indicator there is a description of the intent and key points, we have provided you with examples as well as definitions
- As the Overview of Indicators Guide is updated, the latest version is posted on the TRAC website along with a document that indicates the changes. This can be found under the General Info tab under IPP activities.



Data Reporting Requirements

- Quarterly data for the indicators selected by Federal Program Director (FPD)
- Results must be consistent with the goals of the grant
- Completed results entered into the TRAC system


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- You will collect and report data quarterly for indicators selected by CMHS leadership for the program

- Your Results must be consistent with the goals of your grant

- You will submit your completed results to TRAC

- You Government Project Officer (GPO) will review the results to ensure the results are in line with program goals. This review takes place within the TRAC system and you may be asked to edit your results. We will cover this process in the data entry training.

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<h2 style="text-align: center;">Timeline for Reporting Results and GPO Review</h2> <p style="text-align: center;">Federal Fiscal Year: October 1st – September 30th</p>			
IPP results completed between:	Must enter into TRAC by:	GPO review & grantee revisions completed by:	System locks on:
Oct 1 – Dec 31	Jan 31	March 31	April 1
Jan 1 – Mar 31	April 30	June 30	July 1
Apr 1 – June 30	July 31	Sept 30	Oct 1
July 1 – Sept 30	Oct 31	Dec 31	Jan 1

- This slide provides key dates and time frames for reporting IPP results data.
- You will report results for the quarter in which activities were completed
- Federal fiscal year begins October 1 of the previous calendar year and ends on September 30.
- You have **one month** after the close of each quarter to submit your Results into TRAC .
- During the time that you are entering data and for an additional quarter after your data entry deadline, your GPO can review your results and you can edit results as requested. All review and revisions need to be completed by the specified date. The system will lock the quarter on the specific date and no further data entry, review or editing of results will be allowed for that quarter.
- If your GPO requests edits to a result, you need to complete it by the deadline noted.

Refer to current quarter as an example.



Important Points about IPP Results

- Must reflect activities that are
 - ✓ A change or something new
 - ✓ Completed
 - ✓ As a result of this grant
 - ✓ In line with the goals of the grant and program
 - ✓ Directed at people with or at risk of mental illness

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•The next two slides cover some important points that you should consider when reporting results of your indicators.

- 1) First, you should report results on activities that are new, or a change, not something that was completed in a previous quarter or year.
- 2) Activities must be completed-not in the planning phase, and they must be as a result of the grant.
- 3) Results must be consistent with the goals of the grant – i.e. only those IPP activities or changes that are intended to occur according to the grant announcement.
- 4) Change must be mental health-related: defined as: pertaining to mental health or the population of people with or at risk of mental illness.



Important Points about IPP Results (Continued)

- Changes to Infrastructure
 - ✓ Permanent changes
 - ✓ No defined end date
- Report results quarterly
 - ✓ If no new activities, report “No New Result”

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•Another thing to note specifically about infrastructure changes is for some of the indicators these changes should be expected to be permanent or to persist after the grant ends.

•As mentioned before, you are required to report data on a quarterly basis. In the case when you have no new activities to report, you will need to enter a record indicating “no new result” in the system. How to enter a “now new result” will be discussed in detail during the data entry training. The intent of doing this is to inform your GPO that you are current and aware of your data collection requirement during those quarters in which activities may be in process but have not yet been completed.



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Categories & Indicators

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Now I will discuss the categories and indicators



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IPP Categories and Indicators

Indicators capture IPP activities and quantify a grant program's achievements

Infrastructure	Prevention and MH Promotion
✓ Policy Development	✓ Awareness
✓ Workforce Development	✓ Training
✓ Financing	✓ Knowledge/Attitudes/Beliefs
✓ Organizational Change	✓ Screening
✓ Partnership/Collaborations	✓ Outreach
✓ Accountability	✓ Referral
✓ Types/Targets of Practices	✓ Access

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- The indicators are split into two categories: Infrastructure or Prevention and MH Promotion. Even if the primary function of your grant is Prevention and MH Promotion, you may report on infrastructure indicators and the reverse is also true.

- The indicators and descriptions are listed on pages 7- 9 in the Overview of Indicators guide.

- There are 7 Infrastructure sub-categories with a total of 23 indicators

- There are 7 Prevention and MH Promotion sub-categories with a total of 8 indicators.

- Leadership at CMHS determine by PROGRAM (meaning all grants within a program) which indicators are required. These decisions are based on the request for application, grant application, and ongoing communication with grantees. This ensures consistency in data collection and definitions. Each fiscal year the federal program director may decide to review the indicator and make changes in which indicators are reported



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Infrastructure Indicators

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First I will go over the Infrastructure Indicators



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POLICY DEVELOPMENT (PD)

PD1 and PD2

Infrastructure

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- The first sub-category of Infrastructure is Policy Development which has two indicators, PD1 and PD2



POLICY DEVELOPMENT (PD): PD1

- PD1. The number of policy changes completed as a result of the grant
 - ✓ *Report once change is complete, not necessarily implemented*

Infrastructure

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•For PD1: There are a few main points I'll discuss:

1) The first point is that **policy and change** are broadly defined:

•Policy could refer to a broad range of written documents directing an administrative or legislative action or event. *(some examples include: directives, clinical practice guidelines, regulations, statutes, operations manuals, procedures, bylaws, strategic plans, mission statements, written decisions, or standards.)*

•Change *for this indicator could include* when you are creating a new policy; documenting an existing policy that wasn't previously documented; or eliminating or altering a policy you previously documented in TRAC.

2) Secondly when reporting data for PD1.


•Do not report initial activities in policy development, the policy change must be completed

However, the policy does not have to have been implemented

•You should report one policy change per Result Record the system will auto-fill in the number 1 for this indicator.

•Finally, financing policies are not reported under **PD1**. Reported under the Financing category *which we will talk about later*.

Don't read: Completed: it exists in its final form and has been approved or passed by someone who has authority to do so.



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Example – PD1

Result Record View Glossary

Category:
Policy Development

Indicator:
PD1 - The number of policy changes completed as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Statute – State Passed Law

Result Description: The county put a policy in place that all community centers must implement the national suicide plan.

Number: 1

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Statute – State Passed Law

Result Description: The county put a policy in place that all community centers must implement the national suicide plan.

Number: The system will auto-fill the 1 in the number field.



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POLICY DEVELOPMENT (PD): PD2

- PD2. The number of organizations or communities that demonstrate improved *readiness to change* their systems in order to implement specific mental health-related practices that are consistent with the goals of the grant

Infrastructure

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•**PD2-Improved Readiness to Change** – to change a system over time; generally occurs in stages.

•**Mental Health-Related** – pertaining to mental health or the population of people with or at risk of mental illness. *Areas considered to be mental health-related for this population Include: those pertaining to physical health, housing, employment, criminal or juvenile justice involvement, child welfare, education, social and family relationships, independent living skills, peer support, financial well-being, etc.*

•**Must have some kind of measurement instrument in place or program criteria.** *TRAC will not give instruments. A signed strategic plan in place – will count as readiness to change.*


•**The number of organizations/communities is counted and that number would be entered in the field Number on the Result Record.**

•**Organizations** - state agencies, bureaus, departments, or other major subdivisions; counties, cities, or tribal agencies/bureaus/departments; or agencies providing mental health or related services to people who have or are at risk for developing mental health needs. The latter includes consumer, youth, or family member run organizations; private provider entities; and non-governmental organizations.

• **Communities** – a group of people living in the same locality and under the same district or government.

• **Systems** – network of services and supports at state, local or tribal level organized to meet the needs of children, youth and adults.

• **Practices** - include treatment, rehabilitation, prevention, mental health-related promotion and supportive services (e.g., evidence-based practices; consumer-operated services [family driven and/or youth guided services]; culturally-specific practices; suicide prevention programs; rural telehealth programs, anti-stigma campaigns).



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Example – PD2

Result Record

View Glossary

Category:
Policy Development

Indicator:
PD2 - The number of organizations or communities that demonstrate improved readiness to change their systems in order to implement mental health-related practices that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Community Readiness Assessment

Result Description: Consistent with the goals of the grant, two communities in our program demonstrated readiness to change by increasing their score on the Community Readiness Assessment this quarter.

Number: 2

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Community Readiness Assessment

Result Description: Two communities in our program demonstrated readiness to change by increasing their score on the Community Readiness Assessment this quarter.

Number: Enter 2 in the number field.



WORKFORCE DEVELOPMENT (WD)

WD1, WD2, WD3, WD4, &
WD5

Infrastructure

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The second sub-category of Infrastructure is Workforce Development. It has five indicators: WD1, WD2, WD3, WD4 and WD5



WORKFORCE DEVELOPMENT (WD): WD1

- WD1. The number of organizations or communities implementing mental health-related training programs as a result of the grant
 - ✓ *New training program(s) (that quarter)*

Infrastructure

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WD1 – I have three main points to emphasize about WD1:


1. When collecting and entering data for this indicator, count number of organizations/communities, not number of training programs.
2. Organizations and communities are broadly defined in the overview of indicators guide for example, an org. could include a state, private, or non-profit entity and communities may include a people living in the same locale, district or govt. (For this indicator, CMHS is interested in organizations outside of your organization that are implementing training programs as a result of your grant.
2. The second point is: The training programs must be for people with mental illness or at risk of mental illness, not the general public. And these may include a variety of programs such as for physical health, housing, employment, criminal or juvenile justice involvement, child welfare, education, social and family relationships, independent living skills, peer support, financial well-being, etc. BUT the main point is that they are specifically for people with or at risk of MI – NOT those provided to the general public.
3. The last point about WD1 is: the training programs must be newly implemented during that particular qtr and not in the planning stages. – So you would not count organizations that implemented training programs in a previous year or qtr.

It would qualify as a **Training Prg** if it meets 3 criteria:

- 1) It should have a defined curriculum such as a syllabus, agenda, or training manual,
- 2) take place within a structured timeframe, and
- 3) is guided by an identified trainer or training method.

Organizations – state agencies, bureaus, departments, or other major subdivisions; counties, cities, or tribal agencies/bureaus/departments; or agencies providing mental health or related services to people who have or are at risk for developing mental health needs. The latter includes consumer, youth, or family member run organizations; private provider entities; and non-governmental organizations.

Communities – group of people living in the same locality and under the same district or government.



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Example – WD1

Result Record

View Glossary

Category:
Workforce Development

Indicator:
WD1 - The number of organizations or communities implementing mental health-related training programs as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Wellness Recovery Action Plan Training

Result Description: Two organizations implemented a Wellness Recovery Action Plan Training this quarter. The goal was to train staff on how to help consumers incorporate wellness goals into service plans.

Number: 2

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Wellness Recovery Action Plan Training

Result Description: As a result of the grant, two organizations implemented a Wellness Recovery Action Plan Training this quarter. The goal was to train staff on how to help consumers incorporate wellness goals into service plans

Number: Enter 2 in the Number field.



WORKFORCE DEVELOPMENT (WD): WD2

- WD2. The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant
 - ✓ *Providers and ancillary support staff training*

Infrastructure

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WD2 – The intent of WD2 is to capture info on improvements in the workforce.

The two main points to emphasize about WD2 are:

1. The training content must be specific to mental health-related practices/activities
2. And the MH-related practices/activities must be consistent with the goals of the grant

• For example, an IT training that is designed to teach employees how to use an electronic timesheet would not count for this indicator

<Only read if you did not cover WD1> By Mental health and related workforce we mean:

Mental Health and Related – pertaining to mental health or the population of people with or at risk of mental illness. This may include a variety of services provided to people with or at risk of MI such as for physical health, housing, employment, criminal or juvenile justice involvement, child welfare, education, social and family relationships, independent living skills, peer support, financial well-being, etc. BUT the thing to note is that they are specifically for people with or at risk of MI – NOT those provided to the general public.

•By **<MH-related> Workforce** – we mean **people who provide mental health prevention, treatment, rehabilitation, or recovery services or Ancillary support staff (related workforce)**. Examples of this include: employment service providers, primary care providers, school personnel, child welfare staff, peer support program staff, supported housing staff, criminal or juvenile justice personnel, and others who do not provide mental health services but do provide other services to persons with mental health needs are all members of the related workforce. Some people may be considered members of either workforce. Members of the mental health care or related workforce may or may not be self-identified consumers or family members who are providing services. Additionally, state, county, city, tribal, and organizational leaders and administrators of mental health care and related services may be considered members of the mental health care and related workforce.



Example – WD2

Result Record [View Glossary](#)

Category:
Workforce Development

Indicator:
WD2 - The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 10/1/2010 - 12/31/2010

Result Name: Intensive Services Training

Result Description: We trained 3 vocational rehabilitation specialists on how to improve intensive services.

Number: 3

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Intensive Services Training

Result Description: We trained 3 vocational rehabilitation specialists on how to improve intensive services

Number: Enter 3 in the Number field.




WORKFORCE DEVELOPMENT (WD): WD3

- WD3. The number of people credentialed/certified to provide mental health-related practices/activities that are consistent with the goals of the grant

WD3

- Count the number of people NEWLY credential not the number of credentials/certifications a person has. The credentials/certifications must be completed.



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Example – WD3

Result Record

View Glossary

Category:
Workforce Development

Indicator:
WD3 - The number of people credentialed/certified to provide mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Additional Licensures

Result Description: Four new psychiatrists were licensed this quarter to provide services in the grantee community.

Number: 4

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Additional Licensures

Result Description: Four new psychiatrists were licensed this quarter to provide services in the grantee community.

Number: Enter 4 in the number field



WORKFORCE DEVELOPMENT (WD): WD4

- WD4. The number of changes made to credentialing and licensing policies in order to incorporate expertise needed to improve mental health-related practices/activities


Infrastructure

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WD4

•Do not report results for WD4 under PD1 (number of policy changes)

•**The change must be completed and not in the planning stages.** One change is reported per result form. No need to enter number



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Example – WD4

Result Record View Glossary

Category:
Workforce Development

Indicator:
WD4 - The number of changes made to credentialing and licensing policies in order to incorporate expertise needed to improve mental health-related practices/activities.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: School Psychologist Credentialing Policy

Result Description: The School Board changed the credentialing requirements for school psychologists. The County now requires school psychologists to have a Master's degree in a social service field.

Number: 1

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure

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[read the example result name and description]

Result Name: School Psychologist Credentialing Policy

Result Description: The School Board changed the credentialing requirements for school psychologists. The County now requires school psychologists to have a Master's degree in a social service field.

Number: the system will auto-fill the 1



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WORKFORCE DEVELOPMENT (WD): WD5

- WD5. The number of consumers/family members who provide mental health-related services as a result of the grant


Infrastructure

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WD5

•These individuals must be providing mental health related services. Don't include consumers/family members involved exclusively in planning and advocacy activities or mental health-related evaluation oversight, data collection, and/or analysis activities. These consumers/family members would be counted under indicators A5 and A6 respectively. On the Results Form, enter the data on the line titled "number".

- These can be paid or unpaid positions



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Example – WD5

Result Record

View Glossary

Category:
Workforce Development

Indicator:
WD5 – The number of consumers/family members who provide mental health-related services as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Veterans/Family Members providing MH Related Services

Result Description: A veteran with depression was hired as a Veterans Outreach Specialist this quarter.

Number: 1

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Veterans/Family Members providing MH Related Services

Result Description: As a result of the grant, a veteran with depression was hired as a Veterans Outreach Specialist this quarter.

Number: Enter 1 in the number field.



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FINANCING (F)

F1, F2, & F3

Infrastructure

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The third sub-category of Infrastructure is Financing. It has three indicators: F1, F2, & F3



FINANCING (F): F1

- F1. The amount of additional funding obtained for specific mental health-related practices/activities that are consistent with the goals of the grant

Infrastructure

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F1

•You should specify what practice or activity is being funded

•Amount of Funding –Emphasis is on “additional”– grant funds don’t count-The intention is how the grant has been used to increase the overall permanent funding base. Permanent funding refers to monies that are expected to continue indefinitely.

•Enter total amount once only, in the quarter in which the funding was received



Example – F1

Result Record [View Glossary](#)

Category:
Financing

Indicator:
F1 - The amount of additional funding obtained for specific mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: New Permanent Funding

Result Description: The state legislature allocated 3 million new dollars for youth transition services.

Funding Amount: 3,000,000

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: New Permanent Funding

Result Description: The state legislature allocated 3 million new dollars for youth transition services.

Funding Amount: Enter 3 million in the funding amount field




FINANCING (F): F2

- F2. The number of financing policy changes completed as a result of the grant

F2

•A **Financing Policy** – should be a *written document directing for example significant changes in appropriations for specific types of services or activities; changes in procedures or codes for billing codes or reimbursement procedures to allow, eliminate or simplify billing for specific types of services or activities; or innovations in pooling or braiding of funding.*

- Report one financing change per result form – no need to enter a number.
- The change must be completed, not in the planning stages.
- A change to a financing policy should be reported under F2, *not* PD1 (number of policy changes).



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Example – F2

Result Record View Glossary

Category:
Financing

Indicator:
F2 - The number of financing policy changes completed as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Medicaid State Plan

Result Description: We made a change to our Medicaid state plan. We worked with our Medicaid office to include language and provisions specifying how integrated primary mental health care could be paid for through Medicaid.

Number: 1

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

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[read the example result name and description]

Result Name: Medicaid State Plan

Result Description: As a result of the grant and during this quarter, we made a change to our Medicaid state plan. We worked with our Medicaid office to include language and provisions specifying how integrated primary mental health care could be paid for through Medicaid.

Number: The system will auto-fill with a 1



FINANCING (F): F3

- F3. The amount of pooled, blended, or braided funding used for mental health-related practices/activities that are consistent with the goals of the grant

Infrastructure


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F3

• **Pooled, Blended or Braided Funding** – **pooled or blended** are funds from multiple sources (e.g., state Medicaid, mental health, child welfare, and education) combined into a single pool that is used to pay providers. **Braided** are funds from various sources that are not pooled into a single account; rather, a separate administrative entity such as a fiscal agent monitors and tracks the relative levels of each participating agency's responsibility for treatment service delivery and then distributes funds accordingly and authorizes payment to providers.

• In the description, explain the source of funding and the activities that are being conducted with these funds.

• Report the total amount of funding for that quarter *Not* the number of organizations that have pooled, blended, or braided funding



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Example – F3

Result Record View Glossary

Category:
Financing

Indicator:
F3 - The amount of pooled, blended, or braided funding used for mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Wrap Around Services for Adjudicated Youth

Result Description: Funding from the public school system (\$100,000), county mental health department (\$100,000), and juvenile justice department (\$50,000) has been pooled to provide wrap around services to adjudicated youth. The total amount of pooled funding equals \$250,000.

Funding Amount: \$250,000

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Wrap Around Services for Adjudicated Youth

Result Description: Funding from the public school system (\$100,000), county mental health department (\$100,000), and juvenile justice department (\$50,000) has been pooled to provide wrap around services to adjudicated youth.

The total amount of pooled funding equals \$250,000.

Amount of Funding: Enter \$250,000 in the amount of funding field.



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ORGANIZATIONAL CHANGE (OC)

OC1

Infrastructure

39

The fourth sub-category of Infrastructure is Organizational Change. It has one indicator OC1



ORGANIZATIONAL CHANGE (OC): OC1

- OC1. The number of organizational changes made to support improvement of mental health-related practices/activities that are consistent with the goals of the grant
 - ✓ *Job creation/elimination*
 - ✓ *Staff composition changes*
 - ✓ *Structures of reporting or responsibility*

Infrastructure

40

OC1

• The main points to note include:

• **Organizational changes must be completed, not in the planning stages.**

• You should report one organizational change per Result Form

No need to report anything on the number

• **By (Organizational) Change – we mean** *something that is created, eliminated, or altered within or between organizations. This could include:*


-creating or eliminating of one or more position(s);

-Making permanent changes to staff composition (such as substantial hiring of consumer/youth/family members or substantial increases in racial/ethnic/or cultural diversity of staff);

-Creating, expanding, integrating, or eliminating offices, divisions, or departments;

-And/or creating new reporting structures or making permanent changes to major responsibilities for existing offices, divisions, and departments;

DON'T READ: Improvement - *to bring into a more desirable condition consistent with grant program goals.*



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Example – OC1

Result Record

View Glossary

Category:
Organizational Change

Indicator:
OC1 - The number of organizational changes made to support improvement of mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Creation of an Office of Cultural Competence and Diversity

Result Description: We created an Office of Cultural Competence and Diversity with three FTEs that report to the Director.

Number: 1

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

41

[read the example result name and description]

Result Name: Creation of an Office of Cultural Competence and Diversity

Result Description: As a result of the grant and during this quarter, we created an Office of Cultural Competence and Diversity with three FTEs that report to the Director.

Number: The system will auto-fill in the number 1



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PARTNERSHIP/COLLABORATIONS (PC)

PC1 and PC2

Infrastructure

42

The fifth sub-category of Infrastructure is Partnership and Collaborations . It has two indicators: PC1 and PC2



PARTNERSHIP/COLLABORATIONS (PC): PC1

- PC1. The number of organizations that entered into formal written inter/intra-organizational agreements (e.g., MOUs/ MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant
 - ✓ *A formal written agreement*

Infrastructure

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PC1

- The agreement must be final and documented in written form.
- Describe the agreement, what is being accomplished and who has entered into the partnership. If your organization is involved in the agreement mention it in the description but DO NOT COUNT YOUR ORGANIZATION IN THE TOTAL number reported.
- If one organization has several agreements, then the organization should be counted once per agreement.
- Use one result form per agreement.
- On the Result Form, enter the data on the line titled "number".

Formal Written Inter/Intra-Organizational Agreements - a document written between organizations to specify how parties will work together on an agreed upon project or objective. The document must be signed by representatives of both organizations.



Example – PC1

Result Record [View Glossary](#)

Category:
Partnership/Collaboration

Indicator:
PC1 - The number of organizations that entered into formal written inter/intra-organizational agreements (e.g., MOUs/ MOAs) to improve mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed:

Result Name:

Result Description:

Number:

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure

44

[read the example result name and description]

Result Name: MOA between the State University and Community Suicide Hotline

Result Description: We entered into a formal agreement with the State University. Our suicide hotline refers people to the State University crisis service center.

Number: Enter 2 in the number field.



PARTNERSHIP/COLLABORATIONS (PC): PC2


- PC2. The number of organizations collaborating/ coordinating/sharing resources with other organizations as a result of the grant
 - ✓ *Not necessarily a formal written agreement*

Infrastructure

45

PC2

- The collaboration, coordinating, or sharing of resources does not need to be documented through a formal written agreement – however, it could include formal agreements such as MOUs or MOAs
- For this indicator, describe the organizations and nature of collaboration
- Count the number of organizations in the quarter in which they first began collaborating/coordinating/or sharing the resources
- <Read only PC1 applies as well>: Organizations that entered formal agreements as counted under PC1 should also be counted under PC2.
- Formal Written Inter/Intra-Organizational Agreements** - *a document written between organizations to specify how parties will work together on an agreed upon project or objective. The document must be signed by representatives of both organizations.*



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Example – PC2

Result Record

View Glossary

Category:
Partnership/Collaboration

Indicator:
PC2 - The number of organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Service Referral Coordination

Result Description: All youth and family programs serving the local area (total of 24) are participating on a taskforce to increase the coordination of service referrals.

Number: 24

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Service Referral Coordination

Result Description: As a result of the grant and during this quarter, all youth and family programs serving the local area (total of 24) are participating on a taskforce to increase coordination of service referrals.

Number: Enter 24 in the number field.



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ACCOUNTABILITY (A)

A1, A2, A3, A4, A5, & A6

Infrastructure

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The sixth sub-category of Infrastructure is Accountability. It has six indicators A1, A2, A3, A4, A5 and A6



ACCOUNTABILITY (A): A1

- A1. The number of organizations making changes to accountability mechanisms in order to improve mental health-related practices/activities that are consistent with the goals of the grant.

Infrastructure

48

A1. The number of organizations making changes to accountability mechanisms in order to improve mental health-related practices/activities that are consistent with the goals of the grant

Include accountability mechanism policy changes completed as a result of the grant that are included in PD1.

Accountability Mechanisms – *setting up systems and/or procedures to regularly obtain/analyze data on mental health-related results; or establishing workgroups, advisory groups, councils, etc. that monitor and or provide oversight.*



Example – A1

Result Record [View Glossary](#)

Category:
Accountability

Indicator:
A1 - The number of organizations making changes to accountability mechanisms in order to improve mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed:

Result Name:

Result Description:

Number:

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Semi-Annual Service Review

Result Description: Our grant established a regular review process (semi-annual) in which a group of five community organizations assess the services provided.

Number: Enter 5 in the number field.



ACCOUNTABILITY (A): A2

- A2. The number of organizations that regularly obtain, analyze, and use mental health-related data as a result of the grant

Infrastructure

50

A2

Report only in quarter in which you first start getting data, etc.

Count the number of organizations that initiate or enhance the data collection, not the different types of data obtained, analyzed or shared.

Regularly, Obtain, Analyze and Share Data – receiving or collecting data on a scheduled, repeated, and ongoing basis that is systematically reviewed to facilitate program, organization, or state agency/department planning; to facilitate consumer choice or shared decision-making; or to improve the quality or efficiency of services. Data are any quantitative or qualitative information collected through specified methods and procedures.



Example – A2

Result Record [View Glossary](#)

Category:
Accountability

Indicator:
A2 - The number of organizations that regularly obtain, analyze, and use mental health-related data as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Seclusion and Restraint Reporting

Result Description: Six organizations began regularly and systematically reporting the use of seclusion and restraint this quarter.

Number: 6

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Seclusion and Restraint Reporting

Result Description: Six organizations began regularly and systematically reporting the use of seclusion and restraint this quarter.

Number: Enter 6 in the number field.



ACCOUNTABILITY (A): A3

- A3. The number of communities that establish management information/information technology system links across multiple agencies in order to share service population and service delivery data as a result of the grant

Infrastructure

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A3

Report data in the quarter in which you first start the activity.

Grantees should describe the communities and agencies in the description.

The number of communities is counted *Not* the number of links or number of agencies linked to the community.


Communities: *group of people living in the same locality and under the same district or government.*

MIS System – *a planned system of collecting, processing, storing and disseminating data in the form of information needed to carry out the functions of management.*

IT System – *the study, design, development, implementation, support or management of computer-based information systems, particularly software applications and computer hardware.*

Links - *to join; connect; unite.*

Service Population and Service Delivery Data – *quantitative or qualitative information collected through specified methods and procedures regarding the population served and services provided by this grant*



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Example – A3

Result Record View Glossary

Category:
Accountability

Indicator:
A3 - The number of communities that establish management information/information technology system links across multiple agencies in order to share service population and service delivery data as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Linking IT Systems and Management

Result Description: As a result of the grant 3 communities' organizations have established IT links. The University, a local lab and local health departments.

Number: 3

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Linking IT Systems and Management

Result Description: As a result of the grant, 3 communities' organizations have established IT links. The University, a local lab and local health departments.

Number: Enter 3 in the number field.



ACCOUNTABILITY (A): A4

- A4. The number and percentage of work group/advisory group/council members who are consumers/family members

Infrastructure

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•<Reminder of the> definition of **consumers**: People currently receiving mental health services, have received mental health services in past, or are eligible but chose not to receive services.

•<For reminder of> who counts as a **Family Member** – this could include members of consumer's immediate or extended family, members of consumers' extended family networks or "adopted" family members (e.g., familismo in Hispanic culture). It may also include friends, co-workers, neighbors, non-family caregivers of a child/youth consumer. The main point is the consumer identifies/considers them as family.

A4

•You will need to collect two numbers for this indicator:

- The number of people who are both a work group/advisory group/council member AND a consumer/family member – which you will report in the numerator field and
- The total number of people who are work group/advisory group/council members – which you'll report as the denominator
- The TRAC system then calculates the %

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Example – A4

Result Record View Glossary

Category:
Accountability

Indicator:
A4 - The number and percentage of work group/advisory group/council members who are consumers/family members.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed:

Result Name:

Result Description:

Our organization has an Evaluation Review Committee to ensure local evaluation activities are culturally competent, family driven and youth-guided. The committee consists of community members with some being consumers/family members. During this quarter, the total membership consisted of 25 with 10 of those members being consumers/family members.

Numerator:

Denominator:

Percentage:

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure 55

[read the example result name and description]

Your numerator should be less than or equal to the denominator.

Result Name: Evaluation Review Committee Membership

Result Description: Our organization has an Evaluation Review Committee to ensure local evaluation activities are culturally competent, family driven and youth-guided. The committee consists of community members with some being consumers/family members. During this quarter, the total membership consisted of 25 (denominator) with 10 (numerator) of those members being consumers/family members.

Numerator: Enter 10

Denominator: Enter 25

Once you click on Save the TRAC system will calculate the %; (40% for this example)

And it will show on the result record in the system in the percentage field.




ACCOUNTABILITY (A): A5

- A5. The number of consumers/family members representing consumer/family organizations who are involved in ongoing mental health-related planning and advocacy activities as a result of the grant
 - ✓ *Planning and advocacy*

A5

•Count the number of consumer/family members, not the number of organizations or advocacy activities. If one consumer/family member represents two organizations, count that person once.

•**Planning and Advocacy Activities** - pleading or arguing in favor of mental health activities; active support. Examples include administrative, legal, advocacy, and legislative activities related to protecting the rights of persons with mental illness.



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Example – A5

Result Record
[View Glossary](#)

Category:
Accountability

Indicator:
A5 – The number of consumers/family members representing consumer/family organizations who are involved in ongoing mental health-related planning and advocacy activities as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Stakeholder Advisory Council

Result Description:

The team formed an advisory council this quarter that is composed of four consumers in the program, three family members of clients in the program, and five service providers in the community. The goal of the advisory council is to provide guidance in planning, provide a forum to hear and address client grievances, and to advocate to the community.

Number: 7

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure
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•[read the example result name and description]

Result Name: Stakeholder Advisory Council

Result Description: As a result of the grant, the team formed an advisory council this quarter that is composed of four consumers in the program, three family members of clients in the program, and five service providers in the community. The goal of the advisory council is to provide guidance in planning, provide a forum to hear and address client grievances, and to advocate to the community.

Number: Enter 7 into the number field (4 consumers + 3 family members.)



ACCOUNTABILITY (A): A6

- A6. The number of consumers/family members who are involved in ongoing mental health-related evaluation oversight, data collection, and/or analysis activities as a result of the grant


✓ *Evaluation*

Infrastructure

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A6

• If one consumer/family member is involved in several activities, count that person once



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Example – A6

Result Record View Glossary

Category:
Accountability

Indicator:
A6 - The number of consumers/family members who are involved in ongoing mental health-related evaluation oversight, data collection, and/or analysis activities as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Consumer Administration of Client-Level Questionnaire

Result Description: 5 peer wellness coaches began collecting GPRA data for our grant. They are now administering the baselines and reassessments of the client-level NOMS tool.

Number: 5

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Consumer Administration of Client-Level Questionnaires

Result Description: Five peer wellness coaches began collecting GPRA data for our grant. They are now administering the baselines and reassessments of the client-level NOMS too.

Number: Enter 5 into the number field.



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Key Differences: A5, A6, WD5

- A5. The number of consumers/family members representing consumer/family organizations who are involved in ongoing mental health-related planning and advocacy activities as a result of the grant
✓ *Planning and advocacy*
- A6. The number of consumers/family members who are involved in ongoing mental health-related evaluation oversight, data collection, and/or analysis activities as a result of the grant
✓ *Evaluation*
- WD5. The number of consumers/family members who provide mental health-related services as a result of the grant
✓ *Service provision*
Infrastructure

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ONLY NEED THIS SLIDE WHEN ALL OF THESE INDICATORS ARE COLLECTED

A5; A6; WD 5

All of these indicators count the number of consumers/family members the differences are:-

A5 is counting those involved in planning and advocacy

A6 is to count those involved in evaluation

WD5 is to count those involved in Service provision

These consumers or family members may be paid or unpaid for these activities.

•**Planning and Advocacy Activities** - pleading or arguing in favor of mental health activities; active support. Examples include administrative, legal, advocacy, and legislative activities related to protecting the rights of persons with mental illness.

•**Evaluation Oversight** – the supervision of assessing the strengths and weaknesses of programs, policies, personnel, products, and organizations to improve their effectiveness.

Data Collection - a process of preparing and collecting data; to obtain information to keep on record, to make decisions about important issues, to pass information on to others. Data are quantitative or qualitative information collected through specified methods and procedures.

•**Services** - includes treatment, rehabilitation, prevention, mental health-related promotion and supportive services (e.g., evidence-based practices; consumer-operated services [family driven and/or youth guided services]; culturally-specific practices; suicide prevention programs; rural telehealth programs, etc.; and anti-stigma campaigns).



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TYPES/TARGETS OF PRACTICES (T)

T1, T2, T3, & T4

Infrastructure

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The seventh sub-category of Infrastructure is Types/Targets of Practices. It has four indicators T1, T2, T3, & T4



TYPES/TARGETS OF PRACTICES (T): T1

- T1. The number of programs/organizations/communities that implemented specific mental health-related practices/activities that are consistent with the goals of the grant
 - ✓ *Whatever type of practices/activities you are trying to accomplish with the grants*

Infrastructure

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•T1 – captures any type of MH-related practices and activities your grant is intended to achieve - which can include culturally competent, evidence-based, targeting suicide prevention, etc. depending upon the goals of your grant.

•**Adaptations of Evidence Based Practices (EBPs)** – *adjusting interventions that have been rigorously tested, have yielded consistent, replicable results, and have proven safe, beneficial, and effective for most people diagnosed with mental illness.*

•**Special Needs of Unique Populations or Settings** – *the needs of a population in which many diagnoses or issues can be categorized under an umbrella. Examples include individuals with medical, behavior, developmental, learning, or mental health issues.*



Example – T1

Result Record [View Glossary](#)

Category:
Types/Targets of Practices

Indicator:
T1 - The number of programs/organizations/communities that implemented specific mental health-related practices/activities that are consistent with the goals of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed:

Result Name:

Result Description:

Number:

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Veteran's Homecoming Experiences

Result Description: Three new communities implemented the Veteran's Homecoming Experiences this quarter.

Number: Enter 3 in the number field.



TYPES/TARGETS OF PRACTICES (T): T2

- T2. The number of programs/organizations/communities that implemented evidence-based mental health-related practices/activities as a result of the grant
 - ✓ *Focuses on Evidence-Based Practices & Activities only*

Infrastructure

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•T2 – is more narrowly defined than T1 and focuses specifically on Evidence-Based Practices & Activities only

•**Evidence Based Mental Health-Related Practices/Activities** - *refers to interventions that have been rigorously tested, yielded consistent, replicable results, and have proven safe, beneficial, and effective for most people diagnosed with mental illness*

•If you have a question as to whether a specific service qualifies as an EBP you should speak with your GPO.



Example – T2

Result Record

[View Glossary](#)

Category:

Types/Targets of Practices

Indicator:

T2 - The number of programs/organizations/communities that implemented evidence-based mental health-related practices/activities as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name:

Wraparound Services

Result Description:

As a result of the grant 8 new communities implemented wraparound as a best practice model to provide services to children who are severely emotionally disturbed.

Number:

8

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Wraparound Services

Result Description: As a result of the grant 8 new communities implemented wraparound as a best practice model to provide services to children who are severely emotionally disturbed.

Number: Enter 8 in the number field.



TYPES/TARGETS OF PRACTICES (T): T3

- T3. The number of people receiving evidence-based mental health-related services as a result of the grant
- ✓ *Focuses on people per quarter receiving **EBP services***

Infrastructure

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T3 – count only those people that received the Evidence based services for the first time that quarter.

Evidence Based Mental Health-Related Practices/Activities - *refers to interventions that have been rigorously tested, yielded consistent, replicable results, and have proven safe, beneficial, and effective for most people diagnosed with mental illness*

- If you have a question as to whether a specific service qualifies as an EBP you should speak with your GPO.



Example – T3

Result Record [View Glossary](#)

Category:
Types/Targets of Practices

Indicator:
T3 - The number of people receiving evidence-based mental health-related services as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Evidence Based Child Trauma Services

Result Description: Fifty individuals received evidenced-based child trauma services this quarter.

Number: 50

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Evidence Based Child Trauma Services

Result Description: Fifty individuals received evidenced-based child trauma services this quarter.

Number: Enter 50 in the number field.



TYPES/TARGETS OF PRACTICES (T): T4

- T4. The number of programs/organizations/communities that implemented adaptations of EBPs to incorporate the special needs of unique populations or settings as a result of the grant
 - ✓ *Focuses on adapting EBPs*

Infrastructure

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T4

- Slightly different focus compared to T2
 - Specifically focuses on *adapting EBPs*

• **Adaptations of Evidence Based Practices (EBPs)** – *adjusting interventions that have been rigorously tested, have yielded consistent, replicable results, and have proven safe, beneficial, and effective for most people diagnosed with mental illness.*

• **Special Needs of Unique Populations or Settings** – *the needs of a population in which many diagnoses or issues can be categorized under an umbrella. Examples include individuals with medical, behavior, developmental, learning, or mental health issues.*



Example – T4

Result Record [View Glossary](#)

Category:
Types/Targets of Practices

Indicator:
T4 - The number of programs/organizations/communities that implemented adaptations of EBPs to incorporate the special needs of unique populations or settings as a result of the grant.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed:

Result Name:

Result Description:

Number:

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Infrastructure

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[read the example result name and description]

Result Name: Supportive Employment for the Hmong Community

Result Description: This quarter the practice materials for supportive employment were adapted to serve the family as a unit rather than as individuals. The revised practice was implemented into two new Hmong communities.

Number: Enter 2 in the number field.



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Infrastructure Development, Prevention, and Mental Health Promotion (IPP)

Prevention & Promotion

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Now I will go over the Prevention and Promotion indicators



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AWARENESS (AW)

AW1

Prevention & Promotion

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The first sub-category of Prevention and MH Promotion is Awareness. It has one indicator: AW1



AWARENESS (AW): AW1

- AW1. The number of individuals exposed to mental health awareness messages

AW1


Intent - to capture information on individuals exposed to mental health awareness messages presented as part of social marketing campaigns .

- *For this indicator* messages that are about increasing awareness of the grant would not count. However, if a goal of your grant is to raise awareness about the stigma of MI an anti-stigma message would count.

- The number of individuals is counted not the number of awareness messages

- *<By > **Exposed** - education through media campaigns, websites, printed materials, public service announcements, speakers, etc. This does not apply to individual messages presented during direct service provision.*

- **Mental Health Awareness Messages** – messages that pertain to the support of people with or at risk of a mental health diagnosis. Examples include suicide prevention, anti-stigma campaigns, behavioral and physical health (related to the LAUNCH program), and social marketing.



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Example – AW1

Result Record View Glossary

Category:
Awareness

Indicator:
AW1 - The number of individuals exposed to mental health awareness messages.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Social Media - Twitter

Result Description: During this quarter we had 4,012 followers of our social media account on Twitter. These individuals are exposed to daily, weekly and monthly tweets (messages posted on twitter) relating to suicide prevention and mental health issues.

Number: 4,012

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Prevention & Promotion

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[read the example result name and description]

Result Name: Social Media - Twitter

Result Description: During this quarter we had 4,012 followers of our social media account on Twitter. These individuals are exposed to daily, weekly and monthly tweets (messages posted on twitter) relating to suicide prevention and mental health issues.

Number: Enter 4,012 in the number field.



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TRAINING (TR)

TR1

Prevention & Promotion

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The second sub-category of Prevention and MH Promotion is Training. It has one indicator: TR1



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TRAINING (TR): TR1

- TR1. The number of individuals who have received training in prevention or mental health promotion

Prevention & Promotion

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TR1 Intent is to capture info. On individuals from the public other than the mental health workforce who have received training in mental health or mental health promotion.

Example?

Prevention - interventions that occur prior to the onset of a disorder that are intended to prevent or reduce risk for the disorder or that occur after the onset of the disorder in order to prevent or reduce negative consequences of the disorder

Mental Health Promotion – interventions that aim to enhance the ability to achieve developmentally appropriate tasks and a positive sense of self-esteem, mastery, well-being, and social inclusion and to strengthen the ability to cope with adversity.



Example – TR1

Result Record [View Glossary](#)

Category:
Training

Indicator:
TR1 - The number of individuals who have received training in prevention or mental health promotion.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Student Training

Result Description: This quarter we trained 1200 students on our campus in mental health prevention and promotion through campus seminars, public forums, workshops, classes and peer training.

Number: 1200

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Prevention & Promotion

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[read the example result name and description]

Result Name: Student Training

Result Description: This quarter we trained 1200 students on our campus in mental health prevention and promotion through campus seminars, public forums, workshops, classes and peer training.

Number: Enter 1200 in the number field.



Key Differences: WD2 vs. TR1

- Differences between the two indicators
 - ✓ WD2 = Mental Health and Related Workforce
 - ✓ TR1= Individuals from the Public/Prevention & MH Promotion
- Call your GPO if you don't know how to categorize results
 - ✓ Results must be consistent across the grants within the program

Infrastructure / Prevention & Promotion

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•[ONLY NEED THIS SLIDE WHEN THEY HAVE BOTH WD2 AND TR1]

•Next we'll look at differences between TR1 and WD2 indicators that are about training.

•WD2 Intent is to get info. on improvements in the workforce in addressing mental health issues (such as intensive services, trauma informed care or assessment).

•TR1 intent is to capture information on individuals from the public (landlords, bus drivers, friends, employers, roommates, family members) other than the mental health workforce who have received training in prevention or mental health promotion as a result of the grant this FFY quarter. The training may be outside of these individuals' typical job duties.



WD2 vs. TR1: Where does my training fit?

WD2	TR1
Psychiatrist	General public
Peer Support	Landlord
Vocational Rehabilitation	All students on campus

← Teachers →
(Pick Only One)

Infrastructure / Prevention & Promotion

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•[ONLY NEED THIS SLIDE WHEN THEY HAVE BOTH WD2 AND TR1]

•CMHS staff (FPD) will decide which indicator teachers belong in & inform you through written program specific guidance



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KNOWLEDGE/ATTITUDES/BELIEFS

NAB1

Prevention & Promotion

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The third sub-category of Prevention and MH Promotion is Knowledge/Attitudes/Beliefs. It has one indicator: NAB1



KNOWLEDGE/ATTITUDES/BELIEFS (NAB): NAB1

- NAB1. The number and percentage of individuals who have demonstrated improvement in knowledge/attitudes/beliefs related to prevention and/or mental health promotion

Prevention & Promotion

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•**NAB1** You should have a measurement instrument or program criteria to assess demonstrated improvement in knowledge/attitude/beliefs *already in place*. The instrument or criteria should be a part of written program specific guidance.

•**Numerator:** number of individuals who have demonstrated improvement

•**Denominator:** total number of individuals exposed to prevention or promotion efforts

Example?

Demonstrated Improvement – to bring into a more desirable group. **Must have a standardized way of assessing improvement such as an instrument that has a Likert scale.** Grantees must determine what would demonstrate improvement on the scale (e.g., moving from one category to another). For questions on how to choose an instrument or how to demonstrate improvement using a scale, please consult your CMHS Government Project Officer.

Knowledge – expertise and skills acquired regarding prevention and/or mental health promotion through experience or education; **must be demonstrated by a test.**

Attitudes – representation of an individual's degree of like or dislike for prevention and/or mental health promotion, usually a result of a direct experience. Attitudes typically develop on the ABC model (affect, behavior, and cognition). The affective response is an emotional response that expresses an individual's degree of preference. The behavioral intention is a verbal indication or typical behavioral tendency of an individual. The cognitive response is a cognitive evaluation of prevention and/or mental health promotion that constitutes an individual's beliefs about it.

Prevention - interventions that occur prior to the onset of a disorder that are intended to prevent or reduce risk for the disorder or that occur after the onset of the disorder in order to prevent or reduce negative consequences of the disorder.

Mental Health Promotion – interventions that aim to enhance the ability to achieve developmentally appropriate tasks and a positive sense of self-esteem, mastery, well-being, and social inclusion and to strengthen the ability to cope with adversity.

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Example – NAB1

[View Glossary](#)

Category:
Knowledge/Attitudes/Beliefs

Indicator:
NAB1 - The number and percentage of individuals who have demonstrated improvement in knowledge/attitudes/beliefs related to prevention and/or mental health promotion.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Suicide Knowledge Among Community Members

Result Description: As a result of the grant, our organization trains community members on the knowledge of suicide. During this quarter, 14 out of 23 community members showed improvement on the SPEAKS instrument which demonstrates improvement in knowledge/ attitudes/beliefs regarding suicide.

Numerator: 14

Denominator: 23

Percentage:

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Prevention & Promotion

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[read the example result name and description]

The numerator should be less than or equal to the denominator

Result Name: Suicide Knowledge Among Community Members

Result Description: As a result of the grant, our organization trains community members on the knowledge of suicide. During this quarter, 14 out of 23 community members showed improvement on the SPEAKS instrument which demonstrates improvement in knowledge/ attitudes/beliefs regarding suicide.

Numerator: Enter 14

Denominator: Enter 23

Percentage: The system will calculate the percentage when you click on save.



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SCREENING (S1)

S1

Prevention & Promotion

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The fourth sub-category of Prevention and MH Promotion is Screening. It has one indicator: S1



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SCREENING (S): S1


- S1. The number of individuals screened for mental health or related interventions

Prevention & Promotion

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S1

- For this indicator you should only count individuals that are screened for initial identification of a need for intervention.
- It does not apply to ongoing monitoring to assess an individual's progress or status.



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Example – S1

Result Record

View Glossary

Category:
 Screening

Indicator:
 S1 - The number of individuals screened for mental health or related interventions.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Health Fair Depression Screens

Result Description: We administered the Geriatric Depression Scale to 400 individuals at the Waterford Health Fair this quarter.

Number: 400

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Prevention & Promotion


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[read the example result name and description]

Result Name: Health Fair Depression Screens

Result Description: We administered the Geriatric Depression Scale to 400 individuals at the Waterford Health Fair this quarter.

Number: Enter 400 in the number field.



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OUTREACH (O)

O1 & O2

Prevention & Promotion

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The fifth sub-category of Prevention and MH Promotion is Outreach. It has two indicators O1 and O2



OUTREACH (O): O1

- O1. The number of individuals contacted through program outreach efforts

•**O1 Intent:** capture information on individuals contacted through outreach to increase their participation and access to treatment services for the population in focus

•You can count contact to further engage a consumer who is technically enrolled in services, but has dropped off from services as outreach as well – but not appointment reminder calls or other calls made as a part of services.

•Outreach is one-on-one and is not the same as awareness

•The number of individuals is counted

•**Contacted** – making a connection with individuals. Contacts can be made on the streets, via telephone, in different program settings, at drop-in centers, or in community settings.

•**Outreach** – strategy designed to increase access and participation in treatment service for the population at focus.



Example – O1

Result Record [View Glossary](#)

Category:
Outreach

Indicator:
O1 - The number of individuals contacted through program outreach efforts.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: River-Walk Effort - Individuals

Result Description: We spoke with 50 homeless persons to encourage participation by potential service recipients this quarter.

Number: 50

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Prevention & Promotion

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[read the example result name and description]

Result Name: River-Walk Effort - Individuals

Result Description: We spoke with 50 homeless persons to encourage participation by potential service recipients this quarter.

Number: Enter 50 in the number field.



OUTREACH (O): O2

- O2. The total number of contacts made through program outreach efforts

•O2 Count the total number of contacts made, not the number of individuals contacted.

•**Contacted** – making a connection with individuals. Contacts can be made on the streets, via telephone, in different program settings, at drop-in centers, or in community settings.

•**Outreach** – strategy designed to increase access and participation in treatment service for the population at focus.



Example – O2

Result Record [View Glossary](#)

Category:
Outreach
Indicator:
O2 - The total number of contacts made through program outreach efforts.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed:

Result Name:

Result Description:

Number:

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Prevention & Promotion


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[read the example result name and description]

Result Name: River-Walk Effort - Contacts

Result Description: As a result of our grant and during this quarter, we made 150 contacts (spoke with 50 homeless persons an average of three times each) to encourage participation by potential service recipients.

Number: Enter 150 in the number field.



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REFERRAL (R)

R1

Prevention & Promotion

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The sixth sub-category of Prevention and MH Promotion is Referral. It has one indicator R1



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REFERRAL (R): R1

- R1. The number of individuals referred to mental health or related services


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R1

• *The number of individuals is counted, not the number of services*

• **Referred** – *recommending an individual for mental health or related services*



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Example – R1

Result Record View Glossary

Category:
Referral

Indicator:
R1 - The number of individuals referred to mental health or related services.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Referred Veterans

Result Description: Forty justice-involved veterans were referred for jail diversion and trauma recovery services during the quarter.

Number: 40

¹ FFY QUARTER 1 (10/1 – 12/31); FFY QUARTER 2 (1/1 – 3/31); FFY QUARTER 3 (4/1 – 6/30); FFY QUARTER 4 (7/1 – 9/30)

Prevention & Promotion

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[read the example result name and description]

Result Name: Referred Veterans

Result Description: As a result of the grant, forty justice-involved veterans were referred for jail diversion and trauma recovery services during the quarter.

Number: Enter 40 in the number field.



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ACCESS (AC)

AC1

Prevention & Promotion

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The seventh sub-category of Prevention and MH Promotion is Access. It has one indicator: AC1



ACCESS (AC): AC1

- AC1. The number and percentage of individuals receiving mental health or related services after referral

Prevention & Promotion

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•AC1

•Count the number of individuals receiving mental health or related services after referral, not the number of services.

•Numerator: Number of individuals who have been referred AND are receiving mental health or related services as the numerator.

•Denominator: TOTAL number of individuals who have been referred.

•The TRAC system calculates the percentage.

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Example – AC1

Result Record [View Glossary](#)

Category:
Access

Indicator:
AC1 - The number and percentage of individuals receiving mental health or related services after referral.

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. If applicable, enter the number and/or percent or amount of funding.

Date Range Result Was Completed: 1/1/2011 - 3/31/2011

Result Name: Program Referrals

Result Description: Our organization implemented a program to educate health care providers to facilitate early identification, referral, and treatment of mental illness. During this quarter, out of the 20 individuals that were referred, 13 of them are receiving mental health services.

Numerator: 13

Denominator: 20

Percentage:

¹ FFY QUARTER 1 (10/1 - 12/31); FFY QUARTER 2 (1/1 - 3/31); FFY QUARTER 3 (4/1 - 6/30); FFY QUARTER 4 (7/1 - 9/30)

Prevention & Promotion

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[read the example result name and description]

The numerator should be less than or equal to the denominator.

Result Name: Program Referrals

Result Description: Our organization implemented a program to educate health care providers to facilitate early identification, referral, and treatment of mental illness. During this quarter, out of the 20 individuals that were referred, 13 of them are receiving mental health services.

Numerator: 13

Denominator: 20

Percentage: The system will calculate the percentage when you click on the Save button.



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Transformation Accountability (TRAC) Accessing Help

- Visit the TRAC website for more information at <https://www.cmhs-gpra.samhsa.gov/index.htm>
- Contact the TRAC Help Desk with questions
 - ✓ Phone: 1-888-219-0238
 - ✓ Email: TRACHELP@westat.com

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This presentation, a Tip Sheet for Reporting IPP Indicators, and the IPP Overview of Indicators Guide are all available on the TRAC website for your reference. IPP e-trainings are also available for you to review at your own pace, and they contain all of the information that was discussed today. They are located on the TRAC website under General Info & Training, then IPP Training.

As training guides are updated or new materials developed they will be added to the website.

Finally, TRAC Help Desk is available to support you and respond to your questions.